

# **Schedule 19**

## **COUNTY WEED CONTROL AUTHORITIES**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**19**

AGENCY, BOARD OR COMMISSION

**COUNTY WEED CONTROL  
AUTHORITIES**

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

Supersedes edition of November 30, 1988

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

*President, Nebraska Weed Control Association*

DATE

*5-9-05*

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

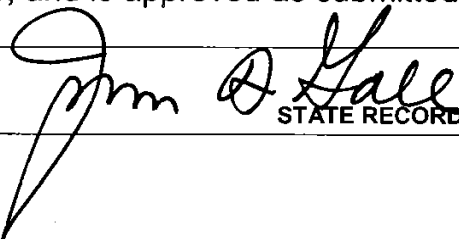
DATE

*May 13, 2005*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

*May 14, 2005*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 19 – COUNTY WEED CONTROL AUTHORITIES**

### **19-1      GENERAL RECORDS**

#### **19-1-1      WEED BOARD ROSTER (FORMERLY PERSONNEL REPORT)**

Report listing weed control authority board members and superintendent. Report indicates whether the board is independently elected or the county board serves as the county weed control authority. Reports include name, address and years of service.

**Dispose of after 5 years.**

#### **19-1-2      COUNTY WEED CONTROL ACTIVITIES REPORT**

Annual report of County Weed Superintendent of regulatory and enforcement activities, of educational activities, and so forth. Signed by the Chairman of the Weed Board or County Board, and submitted to the Department of Agriculture.

**Dispose of after 5 years.**

#### **19-1-3      PETITIONS**

Petition submitted by the control authority to the Director of Agriculture for approval to add certain weeds to the county noxious weed list.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **19-1-4      CONTINUING EDUCATION RECORDS**

All records of classes taken by Weed Control Superintendents to fulfill the continuing education requirements. These records are kept at the NWCA Home Office, and the Department of Agriculture.

**Dispose of after 5 years.**

#### **19-1-5      INSPECTION / QUARANTINE FORM**

Record of weed control authority's inspection of products in transit that are capable of disseminating noxious weeds, which certifies whether the product is free of noxious weeds or is contaminated with noxious weeds and is quarantined.

**Dispose of 3 years after date of inspection.**

#### **19-1-6      COUNTY NOXIOUS WEED INSPECTION REPORT**

Individual report of all noxious weed inspections performed by the Weed Superintendent. Includes the necessary information as define in the Act.

**Dispose of after 5 years.**

#### **19-1-7      NOXIOUS WEED INFESTATION REPORT**

Report of acreage of noxious weed infestations in the County, signed by the Chairman of the Weed Board or County Board, and submitted to the Department of Agriculture.

**Dispose of after 5 years.**

#### **19-1-8      TOWNSHIP MAP (OBSOLETE 2000)**

Map of location of weed patches in each township.

**Dispose of after 5 years.**

**19-1-9 STATEMENT OF SERVICES PERFORMED**

Financial statement presented to landowner for weed control services performed by the county weed control authority, or by the people hired by the authority.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**19-1-10 TREATMENT RECORDS**

Records of locations and types of all herbicide treatments done by the county weed control authority in the county.

**Dispose of after 5 years.**

**19-1-11 NOXIOUS WEED CITY SURVEY (OBSOLETE 2000)**

Map and report of weed infestation of city blocks.

**Dispose of after 5 years.**

**19-1-12 SUGGESTED BID FORM FOR CHEMICALS FOR WEED CONTROL (OBSOLETE 2000)**

Form published to solicit bids for weed control chemicals.

**Dispose of after 1 year.**

**19-1-13 NOXIOUS WEED OBSERVATION PLOTS (OBSOLETE 2000)**

Data collected on treatment of weed test plots.

**Dispose of after 5 years.**

**19-1-14 PROOF OF PUBLICATION**

News clippings of the legal notices published in newspapers of each county stating that noxious weeds must be destroyed.

**Dispose of after 2 years, provided no legal action is pending.**

**19-1-15 INDIVIDUAL NOTICE (FORMERLY INSPECTION REPORT)**

Weed Control Authority's notice to serve landowners, controllers, or public officials in charge of weed infested land asking them to control the weeds on their land.

**Dispose of concurrently with Statement of Services Performed.**

**19-1-16 INDIVIDUAL NOTICE DISPOSITION REPORT**

Record kept by the Weed Control Superintendent showing dates and completion of the work require by the INDIVIDUAL NOTICE has been completed.

**Dispose of after 5 years.**

**19-1-17 WEED CHARGE PROTEST**

Protest by landowner objecting to charge for forced control of weeds. Protest results in a hearing with the county board.

**Dispose of concurrently with Statement of Services Performed.**

**19-1-18 AUTHORIZATIONS TO DESTROY WEEDS (OBSOLETE 2000)**

Agreement with commercial party to destroy weeds.

**Dispose of concurrently with Statement of Services Performed.**

**19-1-19 NOTICE OF POSSIBLE UNPAID WEED CONTROL ASSESSMENT  
(FORMERLY STATEMENT OF COST OF DESTROYING WEEDS)**

Official statement of costs of destroying weeds sent by county weed control superintendent to county clerk to be added to the taxes on the property.

**Dispose of concurrently with Statement of Services Performed.**

**19-1-20 INCOME JOURNAL (OBSOLETE 2000)**

Record of income of county weed control authority.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**19-1-21 WEED CONTROL RECOMMENDATION (OBSOLETE 2000)**

Form used by the county weed control authority to recommend to landowners which chemicals they should use in weed control.

**Dispose of after 5 years.**

**19-1-22 NOXIOUS WEED CONTROL FUND REPORT (OBSOLETE 2000)**

Annual detailed report of expenditures of weed control personnel for previous year and for current year. Also reports expenditures approved by county board for next year.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**OBSOLETE RECORDS**

**19-1-6 NOXIOUS WEED FARM SURVEY**

Includes legal description of farm location and a farm plot showing specific areas of weed patches.

**Dispose of after 5 years.**

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**NOTE**

*1. These records may be disposed of after the required retention period provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.*

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D



## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet